



Engineering Submittal Guidelines

For

UNDERGROUND UTILITY DESIGN & CONSTRUCTION

Requirements for Reviews

1. Two (2) sets of civil engineering design plans, drawn to scale, produced with a minimum Subsurface Utility Engineering Level D standard (per ASCE C-1 38-02, *Standard Guidelines for the Collection and Depiction of Existing Subsurface Utility Data*) submitted to the Department of Public Works. Supplemental electronic copies are encouraged. Engineering Guidelines 1-8 must be applied to plans. Construction Notes (Guideline #2) must be displayed on plans.
2. Approved permits or pending permit applications for any applicable work within IDOT, CCDOH, MWRD, IEPA, USACE, IDNR, or any other jurisdictions. *Note: Approved permits from other jurisdictions DO NOT supersede a Village permit.*
3. Any necessary supporting plans, studies, reports, and/or documents pertaining to the construction of the project.
4. Name, phone number, and email address for the Point of Contact (POC) for the permit.
5. Name, phone number, and email address for the POC for the utility owner.
6. Name, phone number, and email address for the POC for the contractor.
7. Proof of contractor registration with the Village of Lincolnwood.
8. Anticipated start and end dates for construction.

Documents can be mailed to:

Village of Lincolnwood Department of Public Works
c/o Andrew Letson, Director of Public Works
7001 Lawndale Avenue
Lincolnwood, IL 60712

Engineering Guidelines

1. Plan Details
 - a. Site benchmark (if applicable) must be on Village approved datum.
 - b. Location and elevation of benchmark (if applicable) must be included on plan.
 - c. Utility owner's emergency contact information must be included on the plan.
 - d. Plan must show location of public right-of-way (R.O.W.), and private property limits if pertinent to the project.
 - e. Plan must show all existing and proposed easements (utility, access, drainage, etc.).
 - f. All engineering submittals shall be scaled to a maximum 1 inch (1") per 40 foot (40') scale and must include north arrow, legend, and general notes.
 - g. Any design where proposed Village utilities are being crossed from below via trenchless methods must include a profile view. The engineer must show that existing utility depths have been verified.
 - h. Standard detail drawings of any applicable disruption to facilities in the public R.O.W. must be included in the submittal. This may include:
 - Trench detail(s) showing proposed depth of cover, excavation width, backfill depth, and restoration for Hot-Mix Asphalt (H.M.A.) street, H.M.A. alley, H.M.A. Driveway, H.M.A. Path, Portland Cement Concrete (P.C.C.) street, P.C.C. alley, P.C.C. driveway, P.C.C. sidewalk, Paver driveway, Paver sidewalk, and/or parkway/landscaping.
 - American Disabilities Act (A.D.A.) compliant sidewalk and detectable warning detail.
 - Utility separation detail showing horizontal and vertical clearances from existing Village utilities.
 - Tree separation detail.
 - Standard maintenance of Traffic detail(s), unless site specific plan requested by the Village.
2. Construction Notes must be displayed on the plans:
 - a. Construction Hours are from 7:00 a.m. to 6:00 p.m. Monday through Friday and 7:00 a.m. to 12:00 p.m. Saturday. No work shall be permitted on Sundays or legal, observed holidays. Contractor must notify adjacent properties 2 weeks in advance.
 - b. Contractor must notify the Department of Public Works (847-675-0888) no less than forty-eight (48) hours prior to construction.
 - c. Contractor shall obtain a permit from the Illinois Department of Transportation and/or the Cook County Department of Transportation and Highways, where applicable.
 - d. Contractor shall retain a copy of any approved permit(s) at all times during construction operations.
 - e. Dust must be controlled on site at all times, including any demolition.
 - f. No construction debris, soil or material shall be permitted within the public R.O.W.. Any debris, soil, etc. must be removed at the developer's expense and may require the use of a street sweeper.
 - g. No stockpiling within the public R.O.W. without approval from the Village.
 - h. Any parking restrictions related to construction activities must be approved by the Village no less than two (2) weeks prior to the start of construction.

- i. Any traffic closures/detours/restrictions related to construction activities must be approved by the Village no less than two (2) weeks prior to the start of construction.
 - j. Any easement or general construction access required to private property must be performed no less than two (2) weeks after notifying property owners via letter.
3. Site Grading
- a. A site grading plan is required if the utility owner proposes any permanent changes to site grading and/or drainage. This must be outlined on an engineering plan sealed by licensed professional engineer within the State of Illinois.
 - b. The grading plan must show existing spot grades along centerline and edge of street pavement, existing top of foundation elevations of adjacent residences, elevations of any proposed or existing appurtenances that may impact stormwater direction flow, and direction of storm water drainage flow.
 - c. The grading of a site shall not interfere or negatively impact drainage of adjacent property.
 - d. All drainage swales should be a minimum grade of one percent (1%).
4. Utilities
- a. All existing Village utility structures and mains (storm, sanitary, water, gas, etc.) must be shown on plan. This information can be provided by the Department of Public Works at request.
 - b. Excavation, removal, and/or modification of existing Village utilities must be approved by the Village prior to commencement.
 - c. Contractor must maintain a vertical separation of 18 inches (18") and horizontal separation of 60 inches (60") edge-to-edge from all Village utilities. Any variances must be approved by the Village prior to installation.
 - d. Contractor must maintain a minimum 30 inch (30") depth of cover for any proposed underground utility facilities. Any variances must be approved by the Village prior to installation.
 - e. Contractor shall abide by rules and requirements set forth by private utility owners. No private utilities may be disrupted without the written consent and supervision of the utility owner.
5. Excavation Requirements
- a. Prior to any excavations within the entirety of the Village, the contractor must contact JULIE (1-800-892-0123) for underground utility facility locating.
 - b. All excavation must comply with OSHA safety regulations.
 - c. All excavated soils must be kept at least three feet (3') from trench edges.
 - d. For any excavation greater than three feet (3') in depth occurring within the R.O.W. and within five feet (5') of any property line or right-of-way, the owner of the utility shall reinforce or brace adjacent land, buildings and structures so as to prevent any sagging, settling, cracking or collapse occurring to the adjacent land, sidewalks, fences, structures, foundations or walls. Where bracing, shoring or reinforcement is required within the structural zone of influence of an adjacent structure, an Illinois licensed structural engineer shall design such bracing, shoring or reinforcement, and shall stamp and seal the plans therefor. Installation of the bracing, shoring or reinforcement shall be in accordance with such design requirements and as directed by the structural

engineer. The owner of the utility shall be responsible for the cost of any required bracing, shoring or reinforcement.

- e. All heavy equipment must be operated in a manner that will not sacrifice the stability of the excavation.
- f. All excavations must be inspected at the beginning and close of each work day. Reports may be requested by the Village.
- g. All excavations must be inspected in the event of any precipitation or drainage flow. Reports may be requested by the Village.
- h. All excavations must be inspected in the event of any occurrences that may change the condition of the trench. Reports may be requested by the Village.
- i. All excavations must be covered with a traversable steel plate after the close of each work day. Any other material must be approved by the Village. Wooden planks, boards, or sheets may not be used.
- j. No work may take place under raised loads or materials.

6. Auger Boring and Horizontal Directional Drilling

- a. The contractor must pothole locations of expected utility crossings prior to commencement of drilling.
- b. All restoration requirements for potholing of utilities apply.
- c. All horizontal and vertical clearance requirements apply for auger boring and horizontal directional drilling.

7. Restoration Requirements

- a. All excavated surfaces shall be replaced in-kind and at the satisfaction of the Village.
- b. All restoration must be shown on the proposed plans, describing quantity and material.
- c. Plan must include typical cross section or standard detail showing restoration material and dimensions to be used. See Village of Lincolnwood Standard Details and Village Code for requirements.
- d. All H.M.A. street restoration must be completed at a minimum ten foot (10') width centered at the proposed utility. All restoration limits must be parallel or perpendicular to curb line. Any variances must be approved by the Village prior to installation.
- e. All P.C.C. and H.M.A. alley restoration must be completed at full width.
- f. All P.C.C. street, alley, driveway, and sidewalk restoration must be completed at full width, to nearest joints.
- g. All Paver restoration must be replaced in-kind.
- h. All parkway restoration must be replaced in-kind.
- i. All work may be inspected by the Department of Public Works, Village Engineer, and/or the Building Department.
- j. Two (2) working days advance notice required for request for inspection.
- g. No wire mesh shall be permitted in the R.O.W. for concrete driveway construction.

8. Soil Erosion and Sediment Control (SE/SC)
 - a. Site engineering plan must include any pertinent SE/SC measures with detail drawings.
 - b. A concrete washout is required on projects that include the installation of P.C.C. pavement.
 - c. Inlet filters are required for any drainage structures that are downstream of the construction drainage.

Regulations and Guidelines

1. Streets and Sidewalks
 - a. Illinois Department of Transportation Standard Specifications for Road and Bridge Construction
2. Stormwater Management and Sanitary Sewers
 - a. Metropolitan Water Reclamation District of Greater Chicago
 - b. Illinois Environmental Protection Agency
 - c. Illinois Department of Transportation Standard Specifications for Road and Bridge Construction
 - d. Ten State Standards for Wastewater Works
 - e. Standard Specifications for Water & Sewer Main Construction in Illinois
3. Water Mains
 - a. Illinois Environmental Protection Agency
 - b. Illinois Department of Transportation Standard Specifications for Road and Bridge Construction.
 - c. Ten State Standards for Water Works
 - d. Standard Specifications for Water & Sewer Main Construction in Illinois
4. Traffic Facilities and Traffic Control
 - a. Manual on Uniform Traffic Control Devices
 - b. Illinois Department of Transportation Highway Standards
5. Village of Lincolnwood
 - a. Chapter 12, Article 2– Water Main and Sewer Service Connections
 - b. Chapter 12, Article 4– Sanitary and Storm Sewers
 - c. Chapter 12, Article 6– Stormwater Management
 - d. Chapter 12, Article 7 – Flood Hazard Protection
 - e. Chapter 16, Article 5– Grading and Stormwater Drainage
 - f. Chapter 16, Article 6– Streets and Rights-of-Way